

Comptroller's Directive No. 3-07
Attachment 17
Insurance Recoveries

Purpose **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, requires insurance recoveries to be reflected in fund statements. Recoveries must be recorded as “other financing resources” or “extraordinary items” in governmental funds. For government-wide reporting, these recoveries must be classified as program revenue or extraordinary items. **If the insurance recovery relates to a capital asset permanently impaired during fiscal year 2007, Attachment 13A must also be completed.**

Applicable agencies All Agencies that received insurance recoveries during fiscal year 2007 that were not included on financial statement template (Attachments 8-11).

Due date **August 16, 2007**

Certification The **Certification** tab is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

Submission requirements Contact DOA if the agency has any problems with the files.

After downloading the files, rename the spreadsheet file using the agency number followed by Att17. For example, agency 151 should rename its Attachment 17.xls file as 151Att17.xls.

Submit the Excel spreadsheet electronically to
finrept-agvatt@doa.virginia.gov

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

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Attachment revisions

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

Overview of Requirements

Insurance Recoveries: Insurance recoveries should be recorded in CARS with a revenue source of 09998. Insurance recoveries should be recorded as an Other Financing Source or Extraordinary Item in the fund statements and as Program Revenue (Operating or Capital) or Extraordinary Item in the Govt-wide Statements.

Definitions

Extraordinary Items are both unusual in nature and infrequent in occurrence. In other words, they would possess a high degree of abnormality and are clearly unrelated to typical activities of your entity and are not reasonably unexpected to recur in the environment in which your entity operates. Items that are extraordinary for one entity may not be for another due to location, business type, etc.

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**Specific
Instructions:
TAB1-Survey**

Part 1)

Did the agency recognize any insurance recoveries during fiscal year 2007?

Note: This includes current year insurance recoveries for capital assets impaired in prior years. It also includes all other insurance recoveries. (i.e. recoveries for embezzlement of cash, theft, etc.). Insurance recoveries should be recorded as an Other Financing Source or an Extraordinary Item in the governmental fund statements and as program revenue-operating grants & contributions, program revenue-capital grants & contributions, or extraordinary item in the government-wide statements. If an agency recognized insurance recoveries during fiscal year 2007, Part 2 and Tab 2-**Insurance Recoveries** must be completed.

If Yes, complete part 2 of TAB 1 and TAB 2-**Insurance Recoveries**

Part 2)

As of June 30, 2007, did the agency have an event or change in circumstances that may indicate impairment of capital assets as described in **GASBS No. 42**?

If Yes, complete attachment 13A.

**Specific
Instructions:
TAB 2-
Insurance
Recoveries**

Indicate the source that provided the insurance proceeds, the CARS fund/fund detail/GLA and revenue source code or expenditure refund coding that proceeds were recorded in at June 30, date proceeds were received, amount of proceeds, and a description of the event.

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